

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1134

TITLE: EXECUTIVE DIRECTOR HUMAN RIGHTS COMMISSION

GRADE: E-06

DEFINITION:

Under direction, to perform varied administrative and coordinating duties as the senior staff assistant to the Human Rights Commission; and to do related work as required.

TYPICAL TASKS:

Plans, develops, coordinates and directs the activities and programs of the Human Rights Commission;

Directs staff in the conduct of studies to determine where and if discrimination is practiced in housing, public accommodations, employment, County services, education, credit facilities, and other activities authorized by ordinance;

Assists the Commission in initiating, receiving and evaluating charges of discrimination, directs preliminary investigations, and conciliates by conference, violations of the County Human Rights Ordinance;

Establishes and maintains effective working relationships and liaison with the County Executive, other County agencies, the Federal government, State agencies, private establishments and civic and community groups in the development of non-discriminatory practices;

Speaks to business, community and civic groups on the activities, goals, services and programs of the Commission;

Prepares reports and maintains records of staff and Commission activities, including evidence, as necessary;

Recommends to the Commission necessary changes in personnel and staffing requirements.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of investigative techniques and procedures;

Ability to work with a variety of officials and community groups;

Ability to mediate complaints;

Knowledge of civil rights laws, statutes, ordinances and regulations.

EMPLOYMENT STANDARDS:

Graduation from an accredited college or university and five years of progressively responsible work experience in human relations or a related field in an administrative capacity.

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